

Use Code 141

FS-2700-34 (v. 05/09)
OMB No. 0596-0082
Exp. (10/31/2012)

**Prospectus for Campground and
Related Granger-Thye Concessions
White River National Forest**

**U.S. DEPARTMENT OF AGRICULTURE
Forest Service**



July, 2010

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I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession special use permit for the operation of recreation facilities on the White River National Forest (WRNF). A Granger/Thye (GT) permit will be issued to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Dillon, Eagle/Holy Cross, Aspen & Sopris, Blanco and Rifle Ranger Districts. The term of the permit will be for five (5) years, with another five (5) years to be non-competitively awarded, at the discretion of the Forest Service, upon satisfactory completion of the original permit. At the end of the second 5-year period the permit will automatically terminate and any new permit would then be issued through a competitive process.

Applicants are encouraged to research this opportunity and participate in the show-me trip opportunities. Important considerations are the travel patterns, visitation numbers and occupancies, length of season, revenue, cost of operations, and ancillary income opportunities. Applicants are encouraged to consider all aspects of this business opportunity that may affect their application and the outcome of this process. Providing quality customer service is a critical component of this opportunity.

The selecting official for this business opportunity will be:

**Scott G. Fitzwilliams
Forest Supervisor
White River National Forest
900 Grand Avenue
Glenwood Springs, CO 81601.**

Application packages must be **received by close of business (4:30 p.m.) on January 14, 2011.**

Six (6) copies of the complete application package shall be submitted. The Business Plan shall be a separate document.

Any and all applicants have the opportunity to apply, except for members of congress, resident commissioners and current Forest Service employees.

SHOW-ME TRIP

A Show-me trip will be scheduled the week of August 23, 2010. Details and an itinerary will be posted on the White River National Forest internet on or before the week of August 2, 2010. This field trip will be an overview of the area and types of facilities included in this package, but not every site in the Prospectus will be visited. Applicants are encouraged to visit the area on their own. The facilities will be open during the show-me trip.

REVIEW PROCESS

A team of Forest Service employees from the White River National Forest and possibly from other forests in the region will evaluate the applications and develop a recommendation to the selecting official.

The Roaring Fork Business Resource Center, affiliated with the Colorado Mountain College Small Business Development Center in Glenwood Springs, Colorado, will be used to review the Business Plan portions of the applications. Their comments and recommendations will be used by the Forest Service evaluation panel and be part of the evaluation process.

The WRNF intends to mail a selection letter to the successful applicant prior to the end of April, 2011. Letters of non-selection will be mailed concurrently.

Listed below are the family campgrounds and group sites included within this package:

Dillon Ranger District

Heaton Bay CG
Lowry CG
Peak One CG
Pine Cove CG
Prospector CG
Windy Point Group

Eagle/Holy Cross District

Camp Hale CG
East Fork Group
Gold Park CG
Gore Creek CG
Hornsilver CG

Aspen & Sopris Ranger District

Difficult CG
Difficult Group
Lincoln Gulch CG
Lostman CG
Weller CG

Blanco Ranger District

*Bucks CG
*Cutthroat CG
East Marvine CG
Himes Peak CG
Marvine CG
North Fork CG
*Shepherd's Rim CG
South Fork CG
*Trapline CG
*Horse Thief CG
* Trappers Overflow (extra camp spots for busy weekends)

Avalanche CG
Bogan Flats CG
Bogan Flats Group
Chapman CG
Chapman Group
Dearhamer CG
Elk Wallow CG
Little Mattie CG
Little Maud CG
Mollie B CG
Redstone CG
Ruedi Marina CG

Rifle Ranger District

Meadow Lake CG
Meadow Ridge CG

*** Listed below are the standard amenity day use sites included within this package:*

Dillon Ranger District

Giberson Bay DU
Heaton Bay DU

Rifle Ranger District

Meadow Lake DU

Aspen/ Sopris Ranger District

Ruedi Marina DU
Freeman Mesa DU
Black Bess DU
Rocky Fork DU

** located at the Trapper's Lake Complex*

*** All of these day use sites meet the minimum requirements for standard amenity sites.*

The authorized officer for this business opportunity is the Forest Supervisor for the White River National Forest, 900 Grand Avenue, Glenwood Springs, CO. 81601

The current permit for this concession expires on December 31, 2011. Over the past four years, this concession has generated the following gross revenues:

<u>Year</u>	<u>Gross Revenue</u>	(Revenues were significantly lower than normal between 2007 and 2009 because of closures of several campgrounds due to mountain pine beetle infestation)
2006	\$814,311	(includes Blue River CG gross revenues for 2006 – see note below)
2007	\$798,853	(includes Blue River CG gross revenues for 2007 – see note below)
2008	\$682,078	(Blue River CG was closed all 2008 season – see note below)
2009	\$823,368	(Blue River CG was closed all 2009 season – see note below)

These figures are generally for sites that are included in this prospectus and include camping fees, group site fees, day use fees, seasons passes, boat storage, extra vehicle fees and miscellaneous sales such as firewood and merchandise.

The former permit included one campground, Blue River CG, which is not included in this offering. In 2006 & 2007 it averaged approximately \$31,800/year in gross revenues prior to being closed at the end of the 2007 season due to the mountain pine beetle infestation. It remains closed through the beginning of the 2010 season. Applicants should factor that reduced gross revenue and reduced expenses necessary to operate this site in their proposal. If, in the future, it is determined that it is advantageous for the Forest Service and the holder to place operations of Blue River Campground back into the permit, the conditions under which that might occur will be negotiated between the WRNF and the holder.

Gross revenues for the 2010 operating season will be available upon request after November 30, 2010.

B. Area Description

The White River National Forest is located in west-central Colorado, on the western slope of the Continental Divide. The Forest provides a broad range of quality recreational opportunities and experiences for visitors from around the world. Some of these include: skiing, developed campgrounds, attending interpretive talks, backpacking, dispersed vehicle camping, fishing, boating, hunting, snowmobiling, mountain biking, photography, visiting historic sites, off-highway vehicle routes, horseback riding, rock climbing, and driving for pleasure.

Recreation sites being offered in this prospectus are distributed along major U.S. or State Highways, County Roads and National Forest System Roads. The sites are at elevations ranging from 7,200 feet (in mixed conifer and Aspen stands) to nearly 11,000 feet (Lodgepole Pine and Engelmann Spruce stands). Many of the campgrounds with a significant lodgepole pine vegetation component were closed between 2007 and 2010 due to severe mountain pine beetle infestation. The Forest Service has completed treatment in many lodgepole pine sites where any additional infestation is likely. No more campground closures are anticipated, but partial and complete closures could be possible.

Recreational use at areas included in this offering rank among the top National Forests in Colorado in terms of recreation visits. Some of the sites sustain heavy recreational use into the fall colors season and throughout the fall big game hunting seasons. The *West Elk Scenic and Historic Byway*, the *Flattops Trail Scenic and Historic Byway* and the *Top of the Rockies Byway* all bisect portions of the Forest and provide access to several of the sites included in this offering.

Several of the sites included are adjacent to Dillon Reservoir or Ruedi Reservoir, two popular recreation destinations on the Forest. The recreation sites are relatively flat or gently rolling areas bounded on all sides by high mountain peaks, including several which are over 14,000 feet. There are numerous rivers, streams and small lakes in the area.

The climate is cool, with summer daytime temperatures averaging between 65 and 75 degrees Fahrenheit. Summer nighttime temperatures average approximately 45 degrees. Frequent thunder showers occur throughout the summer. Heavy frosts or snowfall, although not common, can also occur during any month of the year, especially at the higher elevations. The Forest receives its greatest precipitation in the form of snow during the winter months. Opening dates of campgrounds at the highest elevations are sometimes based on snow conditions.

C. Description of Developed Recreation Sites and Facilities

The following is a description of each developed recreation site included in this prospectus (*see* Appendix 21 of the prospectus for additional information).

All facilities being offered in this prospectus have been maintained by concessionaires or the Forest Service and vary in condition from fair to excellent. After awarding the permit, the Forest Service and holder will visit, and agree, on the current condition of each facility.

The holder will be responsible for maintaining facilities to their existing or better condition. If conditions are improved or upgraded, the holder will be responsible for maintaining the facilities in their upgraded condition.

Appendix 21 contains details about the constructed facilities, requirements and opportunities of each site offered. Appendix 9 contains information and requirements for operation and maintenance of all sites included in this offering. **Applicants should read, and become familiar with the details listed in Appendix 21, Appendix 9 and all appendices prior to submitting applications.**

Site specific requirements should be addressed in applications.

All the following planned construction/reconstruction projects may occur during the term of the permit, but are subject to funding:

Dillon Ranger District

Peak One / Pine Cove CG - rehabilitation of sewer & water systems

Lowry/Prospector/Windy Point – reconstruction of water source, treatment facilities and distribution system

Heaton Bay – finalize upgrade to level 5 CG & sewer system hook up to municipal & flush toilet

Aspen/ Sopris Ranger District

Difficult CG – redesign and reconstruction of water well, treatment facilities and distribution system

Additional construction/reconstruction projects, as of yet unplanned, may occur and would be contingent upon funding. The WRNF would attempt to reduce impacts to the public and the holder as much as possible during any project activity.

The tables on the following pages summarize the family and group campgrounds included in this prospectus:

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Dillon RD SITES								
* Heaton Bay CG	9,025	65 – reg; 16 – elec.	YES	\$17 & \$22	Thursday before Memorial Day – thru mid October	14 Days	\$73,726 – 2 Yr Ave	77.4% 2006 & 2008 Only
* Lowry CG	9,300	1 – reg; 23 – elec	YES	\$16 & \$21	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$30,849 – 2 Yr Ave	60.6% 2006 & 2007 Only
* Peak One CG	9,050	79	YES	\$17	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$46,970 – 2 Yr Ave	59.7% 2006 & 6/ '07 only
* Pine Cove CG	9,025	32	NO	\$15	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$25,239	64.3% 2006 & 2007 & Jul & Aug 2008
* Prospector CG	9,100	107	YES	\$16	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$86,251 – 2 Yr Ave	52.5% 2006 & 2007 Only
* Windy Point Group	9,050	2	YES	\$85-\$130 & \$125 - \$190	Thursday before Memorial Day – thru Mon after Labor Day	7 Days	\$10,640 – 2 Yr Ave	NA

Site Name	Toilet # & Type	Communications @ Site	@ Site W = water, E = Electric; Sh = showers DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Dillon RD SITES						
Heaton Bay CG	4 – 2 unit vaults	Landline & cell	W/E	No	Yes	W/S/E phone
Lowry CG	2 – 2 unit vaults	Landline & cell	W/E	No	Yes	W/E
Peak One CG	4 - flush	Landline & cell	W	No	Yes	W/E
Pine Cove CG	2 – 2 unit vaults	cell	W	No	Yes	Site available, but no amenities
Prospector CG	8 – 2 unit vaults	cell	none	No	Yes	Site available, but no amenities
Windy Point Group	2 – 2 unit vaults	cell	Photo V	No	Yes	N/A

Additional Information regarding the sites on this District:

* Each of these sites was closed for one or more seasons for Mountain Pine Beetle mitigation work between 2006 and 2010.

Dillon RD includes Giberson Bay, Heaton Bay and Pine Cove Day Use Areas.

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Eagle/Holy Cross RD SITES								
*Camp Hale CG	9,400	21	YES	\$14	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$10,597	38.8%
*East Fork Group	9,400	1	YES	\$85-\$170	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$3,735 – 2 Yr Ave	NA
Gold Park CG	9,300	11	NO	\$14	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$7,933 – 2 Yr Ave	40.3%
*Gore Creek CG	8,760	25	NO	\$16	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$24,964	65.1%
*Hornsilver CG	8,800	12	NO	\$12	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$3,411 – 2 Yr Ave	30.8%

Site Name	Toilet # & Type	Communications @ Site	Utilities @ Site W = water, E = Electric; DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Eagle/Holy Cross RD SITES						
Camp Hale CG	2 – 2 unit vaults	satellite only	none	No	No	Site available, but no amenities
East Fork Group	1 unit vault & a 2 unit vault	satellite only	none	No	No	N/A
Gold Park CG	1 – 2 unit vault	satellite only	none	4 - 33gal bear proof & 1 non-FS 2 yd dumpster	No	Site available, but no amenities
Gore Creek CG	3 – 2 unit vaults	Good cell	none	No	No	Site available, but no amenities
Hornsilver CG	1 – 2 unit vault	satellite only	none	No	No	N/A

Additional Information regarding the sites on this District:

6 Bear proof food bins are provided at Gore Creek Campground

* Each of these sites was closed for a portion of one or more seasons for Mountain Pine Beetle mitigation work between 2007 and 2010.

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Aspen RD SITES								
Difficult CG	8,200	47	YES	\$19	Thursday before Memorial Day – thru last weekend in September	14 Days	\$60,807	63.0%
Difficult Group	8,200	1	YES	\$70	Thursday before Memorial Day – thru Mon after Labor Day	7 Days	\$2,342	NA
Lincoln Gulch CG	9,600	7	NO	\$15	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$6,557	59.1%
Lostman CG	10,500	10	NO	\$15	June 15 – thru Mon after Labor Day	14 Days	\$5,088	39.5%
Weller CG	9,400	11	NO	\$16	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$8,940	60.4%

Site Name	Toilet # & Type	Communications @ Site	Utilities @ Site W = water, E = Electric; Sh= showers DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Aspen RD SITES						
Difficult CG	4 - 1 unit vaults & 2 - 2 unit vaults	Landline & Marginal cell	W	No	Yes	W/S/E
Difficult Group	2 unit vault	@ main CG	W	No	Yes	N/A
Lincoln Gulch CG	1 – 2 unit vault	satellite only	none	No	No	Site available, but no amenities
Lostman CG	1 – 2 unit vault	satellite only	none	No	No	Site available, but no amenities
Weller CG	1 – 2 unit vault	satellite only	none	4 - 33gal bear proof	No	Site available, but no amenities

Additional Information regarding the sites on this District:

Bear proof food lockers are provided at Difficult Campground

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Sopris RD SITES								
Avalanche CG	7,300	13	NO	\$17	May 15 – Nov 15	14 Days	\$11,453	48.1%
Bogan Flats CG	7,600	37	YES	\$18	Thursday before Memorial Day – Sept 15	14 Days	\$42,873	60.7%
Bogan Flats Group	7,650	1	YES	\$95	Thursday before Memorial Day – Sept 15	7 Days	\$4,460	NA
Chapman CG North	8,600	41	YES	\$18	Thursday before Memorial Day – thru Nov 15	14 Days	\$21,778	23.0%
Chapman CG South	8,600	42	YES	\$18	June 15 – thru Mon after Labor Day	14 Days	\$21,881	28.9%
Chapman Group	8,650	1	YES	\$110	Thursday before Memorial Day – Sept 15	7 Days	\$4,650	NA
Dearhamer CG	7,800	13	NO	\$18	May 15 – Nov 15	14 Days	\$13,466	44.8%
Elk Wallow CG	8,800	7	NO	\$8	May 15 – Nov 15	14 Days	\$1,776	20.7%
Little Mattie CG	7,800	20	NO	\$16	May 15 – Oct 30	14 Days	\$17,028	40.2%
Little Maud CG	7,800	22	NO	\$19	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$17,215	40.5%
Mollie B CG	7,800	27	YES	\$19	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$24,728	47.9%
Redstone I (Allgeier / Osgood loops)	7,200	20	YES	\$32	Thursday before Memorial Day – thru Mon after Labor Day	14 Days	\$46,941	79.0%
Redstone II (Mechau loop)	7,200	19	YES	\$23	May 15 – Oct 31	14 Days	\$29,880	68.3%
Ruedi Marina CG	7,800	8	NO	\$17	May 15 – Oct 31	14 Days	\$5,522	38.5%

Sopris RD Information continued on next page

Site Name	Toilet # & Type	Communications @ Site	Utilities @ Site W = water, E = Electric; Sh= showers DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Sopris RD SITES						
Avalanche CG	2 – 2 unit vaults	Marginal cell	W	4 - 33gal bear proof	Yes	site only
Bogan Flats CG	4 – 2 unit vaults	Landline	W	6 – 1.5 yd rear load bear dumpsters	Yes	W/E/Ph
Bogan Flats Group	1 – 2 unit vault	@ main CG	none	2 - 33gal bear proof	@ main CG	N/A
*Chapman CG North	5 – 2 unit vaults	Landline @ Chapman South	W	6 – 1.5 yd rear load bear dumpsters	Yes	W/E
*Chapman CG South	4 – 2 unit vaults	Landline	W	4 – 1.5 yd rear load bear dumpsters	Yes	W/E/Ph
*Chapman Group	1 – 2 unit vault	@ main CG	none	4 - 33gal bear proof	@ main CG	N/A
Dearhamer CG	1 – 2 unit vault	Landline	W	3 – 1.5 yd rear load bear dumpsters	Yes	W/E/Ph
Elk Wallow CG	1 – 2 unit vault	Landline	none	No	No	Ph
Little Mattie CG	2 – 2 unit vaults	@ Mollie B	none	3 – 1.5 yd rear load bear dumpsters	No	E
Little Maud CG	2 – 2 unit flush	@ Mollie B	W	4 – 1.5 yd rear load bear dumpsters	Yes	W/E/S
Mollie B CG	1 – Multi-unit flush	Landline	W	4 – 1.5 yd rear load bear dumpsters	Yes	W/E/S/Ph
Redstone I (Allgeier / Osgood loops)	1 – Multi-unit flush & 1 – 2 unit compost	Landline	W/E/Sh	4 – 1.5 yd rear load bear dumpsters	Yes	W/E/S/Ph
Redstone II (Mechau loop)	2 – 2 unit compost	Landline	W/Sh	3 – 1.5 yd rear load bear dumpsters	Yes	W/E/S/Ph
Ruedi Marina CG	1 – 2 unit vault	@ Mollie B	W	2 – 1.5 yd rear load bear dumpsters	Yes	W

Additional Information regarding the sites on this District:

Bear proof food lockers are provided at Avalanche, Chapman & Chapman Group Campgrounds

Only electric motors and canoes/row boats may be used on Chapman reservoir

Ruedi Reservoir is popular with anglers, motor boaters, water skiers, and sailors. There is an opportunity for long term boat storage in the parking area.

Sopris RD includes Ruedi Marina, Freeman Mesa, Black Bess and Rocky Fork Day Use Areas

* Each of these sites was closed for a portion of one or more seasons for Mountain Pine Beetle mitigation work between 2007 and 2010

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Blanco RD SITES								
Bucks CG	9,700	10	NO	\$18	June 15 – thru Mon after Labor Day	14 Days	\$3,526	23.7%
Cutthroat CG	9,700	14	NO	\$18	June 15 – thru last weekend in September	14 Days	\$9,256	35.7%
East Marvine CG	8,000	7	NO	\$15	Thursday before Memorial Day – Oct 31	14 Days	\$3,954	17.8%
Himes Peak CG	8,800	11	NO	\$15	Thursday before Memorial Day – Nov 15	14 Days	\$6,076	22.1%
Marvine CG	8,100	24	NO	\$16	Thursday before Memorial Day – Nov 15	14 Days	\$13,133	19%
North Fork CG	7,800	28	YES	\$17	Thursday before Memorial Day – Nov 15	14 Days	\$9,923	8.8%
Shepherds Rim CG	9,700	15	NO	\$18	June 15 – Oct 31	14 Days	\$7,582	22.3%
South Fork CG	7,600	18	NO	\$15	Thursday before Memorial Day – Nov 15	14 Days	\$11,048	28.3%
Trapline CG	9,700	12	NO	\$18	June 15 – thru Mon after Labor Day	14 Days	\$4,452	23.3%
Horse Thief CG	9,700	7	NO	\$18	June 15 – Nov 15	14 Days	\$2,507	28.2%

Site Name	Toilet # & Type	Communications @ Site	Utilities @ Site W = water, E = Electric; Sh= showers DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Blanco RD SITES						
Bucks CG	1 – 2 unit vault	satellite only	W/DS	1 – 2 yd rear load dumpster	Yes	Site available, but no amenities
Cutthroat CG	1 – 2 unit vault	satellite only	W/DS	1 – 1.5 yd rear load bear dumpsters	Yes	W
East Marvine CG	1 – 2 unit vault	satellite only	none	1 – 1.5 yd rear load bear dumpster	No	N/A
Himes Peak CG	1 – 2 unit vaults	satellite only	none	1 – 1.5 yd rear load bear dumpster	No	Site available, but no amenities
Marvine CG	2 – 2 unit vaults	satellite only	W	2 – 2 yd rear load dumpsters	Yes	Site available, but no amenities
North Fork CG	3 – 2 unit vault	Landline	W	2 – 2 yd rear load dumpsters	Yes	W/S/Ph
Shepherds Rim CG	2 – 2 unit vault	satellite only	W/DS	1 – 1.5 yd rear load bear dumpsters	Yes	Site available, but no amenities
South Fork CG	3 – 2 unit vaults	satellite only	none	1 – 1.5 yd rear load bear dumpster	No	Site available, but no amenities
Trapline CG	1 – 2 unit vault	satellite only	W/DS	1 – 1.5 yd rear load bear dumpsters	Yes	Site available, but no amenities
Horse Thief CG	1 – 2 unit vault	satellite only	W/DS	1 – 2 yd rear load dumpster	Yes	N/A

Additional Information regarding the sites on this District:

Marvine Campground and Horse Thief both have corrals for equestrian campers

Site Name	Elev.	# of Units	NRRS	2009 Fee/ Unit	Minimum Season	Stay Limit	2007 – 2009 3-Yr Ave Gross Rev.	3-Yr Ave Occupancy June-Aug
Rifle RD SITES								
Meadow Lake CG	9,550	10	NO	\$15	June 15 – Oct 31	NO	\$3,788	24.3%
Meadow Ridge CG	9,500	20	NO	\$15	June 15 – Oct 31	NO	\$2,881 – 2Yr Ave	7.8% 2007 & 2008 Only

Site Name	Toilet # & Type	Communications @ Site	Utilities @ Site W = water, E = Electric; DS = dump station	FS Supplied Trash Containers	Drinking Water	Host Site Amenities W= water, S=sewer/vault; E = Electric; Ph = Phone line; PV = solar
Rifle RD SITES						
Meadow Lake CG	1 – 2 unit vault	satellite only	none	4 - 33gal bear proof	No	Site available, but no amenities
Meadow Ridge CG	2 – 2 unit vaults	satellite only	none	4 - 33gal	No	Site available, but no amenities

Additional Information regarding the sites on this District:

A double vault toilet is located in one day use area.

Bear proof food bins are provided at Meadow Lake and Meadow Ridge.

There is a gravel surface boat ramp and accessible fishing pier at Meadow Lake DU.

Rifle RD includes the Meadow Lake Day Use area.

Standard Amenity Recreation Fee (SARF) Sites

Site Name DU = day use	District	Toilet # & Type	Ave Annual Collections (3-yr from 2007 - 2009)	Other Notes
*Giberson Bay DU	Dillon RD	1 - 2 unit vault	\$ 5,021	½ mile from Heaton Bay CG
*Heaton Bay DU	Dillon RD	NA – toilets in main CG	\$ 1,608	Adjacent to CG. Closed in 2007 due to pine beetle
*Pine Cove DU	Dillon RD	1 - 2 unit vault	\$ 2,817	Adjacent to CG
Ruedi Marina DU & ** Boat launch	Sopris RD	1 - 2 unit vault	\$37,958	Collections include: parking, boat storage & season passes. An annual pass has historically been offered
Freeman Mesa DU	Sopris RD	1 - 2 unit vault	\$ 2,646	Along north shore of Ruedi Reservoir. An annual pass has historically been offered
Black Bess DU	Sopris RD	1 - 2 unit vault	\$ 2,113	Adjacent to Dearhamer CG. An annual pass has historically been offered
***Rocky Fork DU	Sopris RD	1 - 2 unit vault	\$ 0	Immediately below Ruedi Dam. .
Meadow Lake DU	Rifle RD	1 - 2 unit vault	\$ 1,509	Adjacent to CG

* Each of these sites was closed for a portion of one or more seasons for Mountain Pine Beetle mitigation work between 2007 and 2010

**Ruedi Marina Boat Launch – charging a day use fee for boaters at the Marina area requires the boat dock to be in the water and useable.

*** Rocky Fork DU – The Rocky Fork area is heavily used by anglers, many of whom are utilizing services of permitted fishing outfitter/guides. The current permit holder has chosen NOT to collect fees at Rocky Fork as a customer service to the angling public. Fee collection from visitors parking in the lot adjacent to the toilet and/or utilizing the picnic tables is authorized. Fees may not be collected from persons parking along the entrance roads that run along either side of the river or for simply utilizing the toilet facility.

Historically, an annual day use pass has been available to the public for use of most SARF sites included in this offering. The annual pass is popular with local publics and they have an expectation that an annual pass would be available.

Applicants should include SARF fee amounts and administration procedures in their application.

D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (*see* Appendix 3 of the prospectus). Included in this inventory are a description, the quantity, and the estimated replacement cost of the applicable property.

E. Government-Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Forms to report use and revenue.
- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs.
- Various educational or informational handouts such as camping ethics/regulations, interpretive trail guides, how to interact with wildlife, aquatic nuisance species information, etc

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for all costs of these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities.

Due to the uniqueness and complexity of several utility systems included in this offering, it is beneficial for the holder to maintain “corporate knowledge” of these systems. This can be achieved through employee retention; comprehensive records keeping; careful retention of manuals, as-built drawings, and site plans; and thorough documentation of repairs and modifications of the systems.

These utilities include:

Electrical

The holder shall not install ad hoc temporary wiring for host or administrative sites or elsewhere without appropriate approval and inspection. Installing Romex wiring on the ground, operating electrical circuits when electrical panel covers and plates are removed, not using conduit when required, removing locks from switch panels, etc., is not acceptable. OSHA approved and

appropriately rated extension cords may be employed with prior approval. OSHA accepted lock out/tag out procedures shall be utilized when servicing electrical circuits or equipment.

Aspen CG NAME	ELECTRIC METER #	PHONE Line Present	ADDRESS
Difficult CG	TBD	YES	Hwy 82 Aspen, CO 81611
Difficult Group	NA	NA	Hwy 82 Aspen, CO 81611
Lincoln Gulch	NA	NA	Hwy 82 Aspen, CO 81611
Lostman CG	NA	NA	Hwy 82 Aspen, CO 81611
Weller CG	NA	NA	Hwy 82 Aspen, CO 81611

Sopris CG NAME	ELECTRIC METER #	PHONE Line Present	ADDRESS
Avalanche CG	NA	NA	Avalanche Creek Road Carbondale, CO. 81623
Bogan Flats Family CG	29593	YES	1200 County Rd 3 Carbondale, CO 81623
Bogan Group	NA	NA	Same as CG
Chapman Family CG	36049 – at well 36048 – at bridge	YES at well building	29000 Fryingpan Rd Meredith, CO 81642
Chapman Group Site	NA	NA	Same as CG
Dearhamer CG	36223 – at Meredith bunkhouse above CG	YES	22500 Fryingpan Rd Meredith, CO 81642
Elk Wallow CG	NA	YES phone not used since 2000	3000 County Rd 501 Meredith, CO 81642
Little Mattie CG	36038	NA	Same as Mollie B
Little Maud/Mollie B CG	36227 – at well 36038 – at Maud host	YES at Mollie host site	15400 Fryingpan Rd Basalt, CO 81621
*Redstone I CG (Osgood)	29612	YES	1200 Redstone Blvd Carbondale, CO 81623
*Redstone II CG (Mechau)	29611	YES	1200 Redstone Blvd Carbondale, CO 81623

Blanco CG NAME	ELECTRIC METER #	PHONE Line Present	ADDRESS
Trappers Lake Complex	NA	NA	Available from District Office
Himes Peak CG	NA	YES	Available from District Office
North Fork CG	900476	YES	32000 County Road 8 Meeker, CO 81641
Marvine CG	NA	NA	Available from District Office
East Marvine CG	NA	NA	Available from District Office
South Fork CG	NA	NA	Available from District Office
Rifle CG NAME			
Meadow Lake CG	NA	NA	Available from District Office
Meadow Ridge CG	NA	NA	Available from District Office

Dillon CG NAME	ELECTRIC METER #	PHONE Line Present	ADDRESS
Heaton Bay CG	TBD	YES	Available from District Office
Lowry CG	TBD	YES	Available from District Office
Peak One CG	TBD	NA	Available from District Office
Pine Cove CG	TBD	NA	Available from District Office
Prospector CG	TBD	NA	Available from District Office
Windy Point Group	TBD	NA	Available from District Office

Holy Cross CG NAME	ELECTRIC METER #	PHONE Line Present	ADDRESS
Camp Hale CG	NA	NA	Available from District Office
East Fork Group	NA	NA	Available from District Office
Gold Park CG	NA	NA	Available from District Office
Gore Creek CG	NA	NA	Available from District Office
Hornsilver CG	NA	NA	Available from District Office

Telephone

There is hard-line telephone service available at sites as listed in the table above. In addition, cellular service is reliable in some locations while other locations do not have any hard-line or cellular coverage. Communications can be challenging at remote sites. Satellite phone technology or cellular signal booster equipment may be helpful in meeting communications standard requirements. The holder must have at least one (1) FAX machine available to receive NRRS information and it may be advantageous to have more than one available in locations with the capability.

Qwest is the current primary provider on the Forest.

Applications should include information detailing how telephone services and communications will be utilized.

Solar

The hot water heaters at Redstone Campground are solar powered and the holder is responsible for keeping these systems maintained according to manufacturer recommendations. This includes winterization procedures, changing of system fluids, maintenance of pumps, and other component maintenance. Performance of maintenance and upkeep of these systems must be included in the written maintenance record.

Additional solar systems may be installed at sites included in this offering in the future. Satisfactory operations and maintenance of such systems will be the sole responsibility of the holder.

Propane

Currently, none of the facilities included in this offering are fueled by propane.

Water

The permit holder is required to operate and maintain the water system for all campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. Water systems that the State may classify as Non-public water systems shall be operated as if they were public systems and comply with all public system regulations with the exception of the requirement for reporting to the state. It is very important that applicants exercise due diligence in exploring potential expenses for water systems operations, testing and maintenance. Costs to meet the standards for compliance with these requirements can be significant.

The FS will provide assistance during the initial year to help the holder become familiar with each water system. If FS assistance is required in subsequent years, the holder may be billed for government expenses related to these services.

Basic water system descriptions are included in the site descriptions contained in Appendix 21. **Additional requirements for the operation and maintenance of water systems are included in Appendix 10F & 19.**

The holder is responsible for all repairs of the water system components which are caused by vandalism, natural events and forces of nature up to **\$5,000 per occurrence**. Events attributed to holder actions or negligence will be the sole responsibility of the holder. Valves, water lines, or other system components which break due to any water being left in the system and subsequent freezing over winter shall be the sole responsibility of the holder.

The holder will be responsible for all water testing that is required annually, monthly, weekly, or daily, including any repeat or follow up samples. Examples include tests such as start-up and monthly bacteriological tests, annual nitrate tests, and other regular tests that may become necessary on a biennial or more frequent basis due to new or changed regulations or classifications of the water systems. Nitrite sampling is currently required only every 9 years, but the sampling is consistent and can be consecutive with nitrate sampling, so this test remains a permit holder responsibility.

Exceptions to the testing requirements stated above include:

- Sanitary Surveys are considered a landlord responsibility and will be the responsibility of the Forest Service.
- All microscopic particulate analysis (MPA) tests are considered a landlord responsibility and will be the responsibility of the Forest Service.
- All less frequent than biennial periodic tests such as heavy metals, VOC, dissolved solids tests are considered a landlord responsibility and will be the responsibility of the Forest Service.

Tests considered as a responsibility of the FS such as those listed above may qualify as Granger/Thye fee offset expenditures if stipulated on the annual G/T agreement. Whether performed by FS staff, under contract or through offset, activities identified above as landlord responsibility require coordination with, and involvement by, the Operator in Responsible Charge (ORC).

The permit holder shall provide information on ORC's, including copies of licensing, to the Forest. If ORC duties are provided by contracted services, the permit holder shall provide copies of any agreements/contracts to the FS. Should certified waste water operators become required during the course of the permit, this paragraph will apply to those operators as well.

A direct line of communication is required between the Forest and the designated ORC for every water/waste system. The Forest remains the primary point of contact with the State to ensure continuity. Any direct communications between the ORC and the State must include concurrent copies to the Forest.

Garbage

The permit holder will be responsible for garbage removal at all sites. The previous providers were: Waste Management Services in the Dillon, Aspen/Sopris and the Holy Cross areas; and Redi Services in the Meeker area. Recycling is considered an optional service due to potential challenges of recycling in remote locations and potential conflicts with bears, raccoons, rodents or insects. However, certain recycling programs in WRNF developed recreation sites have been successful in the past and the WRNF supports recycling programs. Applicants are encouraged to

consider recycling and proposals that include a reasonable recycling program would be expected to receive a higher rating.

Liquid and Solid Waste Disposal

The permit holder is responsible for pumping all vault toilets, dump station tanks and septic systems at the developed recreation sites. Several providers are available across the permit area. Costs and quality of these services should be explored by applicants.

It is a WRNF standard that all vault toilet storage vaults shall be pumped to remove all liquids, solids, and accumulated trash upon becoming 3/4 full. It is a holder responsibility to monitor the stored volume and schedule pumping. In the rare case that spring melt water should flood a vault the permittee shall schedule pumping, and be responsible for costs, before placing the toilet into service.

Information regarding septic system operations, maintenance requirements and standards, as well as a list of these types of facilities, is included in Appendix 20.

Standard – gray water or black water line hose lays from host sites or public RVs to toilets or septic vaults are not acceptable.

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B.

In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

A. National Recreation Reservation Service (NRRS)

The White River National Forest participates in the NRRS, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRRS that is unreserved and charge on site for that use). The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRRS follows.

Jane Leche
Region 2 NRRS Coordinator
telephone: (303) 275-5349
email: jleche@fs.fed.us
facsimile:

John Cameron
Forest Service Contracting Officer's Technical Representative
telephone: (850) 523-8589,
email: jhcameron@fs.fed.us
facsimile:

ReserveAmerica Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario
Canada L5N 8M6
Inventory Help Desk: (877) 345-6777
Customer Service: (888) 448-1474
email: nrrs-inventory@reserveamerica.com
facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

White River NF sites that are currently on the NRRS reservation system are as follow:

Dillon Ranger District

Heaton Bay CG
Lowry CG
Peak One CG
Prospector CG
Windy Point Group

Eagle/Holy Cross District

Camp Hale CG
East Fork Group

Aspen/ Sopris Ranger District

Difficult CG
Difficult Group
Bogan Flats CG
Bogan Flats Group
Chapman CG
Chapman Group
Mollie B CG
Redstone CG

Blanco Ranger District

North Fork CG

The WRNF would consider proposals to add additional sites, but that is completely optional.

Under the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in the NRRS, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

- Reservation windows vary by type of site and are as follows:

Individual campsites: from 180 to 4 days prior to arrival date.

Group use areas: from 360 to 4 days prior to arrival date.

2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a Golden Age or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Pass (ATB Pass) authorized under the Federal Lands Recreation Enhancement Act (REA), 16 U.S.C. 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.

Because reservations can be made up to a year in advance for group sites and up to 180 days in advance for family sites, the NRRS may be currently accepting reservations for the 2012 operating season by the time this prospectus is issued. Fees received by the NRRS for reservations after December 31, 2011, will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under REA at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

The permit holder will not be required to offer discounts on camping to holders of the Annual or Volunteer Pass.

The following is a list of sites covered by this prospectus where the 50 percent discount for passes applies:

Dillon Ranger District

Heaton Bay CG
Lowry CG
Peak One CG
Pine Cove CG
Prospector CG

Eagle/Holy Cross District

Camp Hale CG
Gold Park CG
Gore Creek CG
Hornsilver CG

Aspen/ Sopris Ranger District

Difficult CG
Lincoln Gulch CG
Lostman CG
Weller CG

Avalanche CG
Bogan Flats CG
Chapman CG
Dearhamer CG
Elk Wallow CG
Little Mattie CG
Little Maud CG
Mollie B CG
Redstone CG
Ruedi Marina CG

Blanco Ranger District

Bucks CG
Cutthroat CG
East Marvine CG
Himes Peak CG
Marvine CG
North Fork CG
Shepherd's Rim CG
South Fork CG
Trapline CG
Horse Thief CG

Rifle Ranger District

Meadow Lake CG
Meadow Ridge CG

The following is a list of standard amenity recreation fee sites included in this prospectus. All meet the minimum requirements for standard amenity sites:

Dillon Ranger District

Giberson Bay DU
Heaton Bay DU
Pine Cove DU

Rifle Ranger District

Meadow Lake DU

Aspen/ Sopris Ranger District

Ruedi Marina DU
Freeman Mesa DU
Black Bess DU
Rocky Fork DU

C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

D. Site Closures

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

All the following planned construction/reconstruction projects may occur during the term of the permit, but are subject to funding:

Dillon Ranger District

Peak One / Pine Cove CG - rehabilitation of sewer & water systems

Lowry/Prospector/Windy Point – reconstruction of water source, treatment facilities and distribution system

Heaton Bay – finalize upgrade to level 5 CG & sewer system hook up to municipal & flush toilet

Aspen/ Sopris Ranger District

Difficult CG – redesign and reconstruction of water well, treatment facilities and distribution system

Additional construction/reconstruction projects, as of yet unplanned, may occur and would be contingent upon funding. The WRNF would attempt to reduce impacts to the public and the holder as much as possible during any project activity.

E. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

A site adjacent to site 15 in Shepherd's Rim Campground at the Trapper's Lake complex, and a site (adjacent to) at the south end of the Marvine Campground Stock Loop, both on the Blanco RD are utilized by the Blanco RD Wilderness, trails and hunter patrol crews as staging areas during the entire summer season. These sites are not available for public use and have not been included in revenue or site occupancy figures for this prospectus. FS crew members do utilize toilet facilities in the campground when they are occupying these sites. Applicants need to be aware of this situation when making proposals to provide for that use.

F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Sample orders related to the offering are identified in Appendix 4. Additional applicable forest orders may be issued in the future.

G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days paid for.
- If a pass is used, the pass number.
- The number of people in the group.
- The number of vehicles and their license plate numbers.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.
- Total fee revenue collected under the NRRS.
- Total number of individual sites open and available for public use (sometimes during maintenance projects or during shoulder seasons individual sites or whole portions of campgrounds might be closed)
- All information for individual campgrounds must be compiled and tallied by Ranger District as follows:
Dillon RD
Eagle/Holy Cross RD
Aspen/Sopris RD
Rifle RD
Blanco RD
- Revenues and all use figures for Chapman North & Chapman South; and for Redstone I & Redstone II must be compiled and submitted separately.

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.
- Actual dates upon which each site was open to start the season and closed to end the season.

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 6 of the prospectus).

I. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (*see* Appendix 7 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

J. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. In 2004, the Architectural and Transportation Barriers Compliance Board (Access Board) issued revised accessibility guidelines for buildings and facilities subject to the ABA and the Americans with Disabilities Act (ADA). These new guidelines are called the ADA/ABA Accessibility Guidelines. In 2006, the Forest Service issued the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites, that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement (*see* section III.C) must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's website at <http://www.fs.fed.us/recreation/programs/accessibility>. Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at www.access-board.gov. Questions regarding the FSORAG may be referred to the accessibility coordinator for the local National Forest.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit

Philosophies and requirements for managing site capacities vary widely across the country. The basic site capacity requirements and management philosophies for the WRNF area are identified in this section. The holder will be required to manage site capacity within these parameters in order to meet responsiveness standards, customer expectations, and equity amongst customers.

National policy utilizes a standard of one (1) vehicle/site with any extra vehicles allowed at an additional 50% of the site fee. However, local publics who utilize WRNF sites in this offering have historically been very vocal and adamantly opposed to an additional vehicle charge being proposed for a second vehicle. Most individual camp sites included in this prospectus were designed and/or constructed for one (1) or two (2) vehicles. The White River National Forest

strongly encourages applicants to consider allowing up to two (2) vehicles per camp, assuming they will physically fit on the spur, without additional charges being made for the second vehicle. This is suggested to meet responsiveness standards, to meet customer expectations and good customer service. The WRNF encourages applicants to propose this type of an extra vehicle policy and those who do would receive a rate higher rating for good customer service. Additionally, it is expected that a reasonable flat fee for an extra vehicle, as opposed to 50% of a site fee, would gain a higher level of acceptance with local publics also.

A single-family camping unit may accommodate two vehicles. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed (more than two), an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home.

An extra vehicle charge is not required on the White River NF. If an extra vehicle charge is proposed, it must include a means of clearly notifying the public about exactly what the extra vehicle policy is; why it may only pertain to specific individual sites; and what the costs and restrictions are. This is required in order to provide quality customer service and to prevent confusion and/or arbitrary administration of an extra vehicle fee proposal.

Group Site Capacity

The capacity established for group sites is as follows:

Windy Point Group site on Dillon RD will accommodate either 1 or 2 groups at a time and; 100 people and 40 vehicles per group or 200 people and 80 vehicles total.

East Fork Group site on Eagle/Holy Cross RD will accommodate a maximum of 200 people and 75 vehicles.

Difficult Group site on Aspen/Sopris RD will accommodate: a maximum of 30 people and 10 vehicles.

Bogan Group site on Aspen/Sopris RD will accommodate: a maximum of 50 people and 15 vehicles.

Chapman Group site on Aspen/Sopris RD will accommodate: a maximum of 75 people and 15 vehicles.

Day Use Site Capacity

Day Use sites on the WRNF are popular since most are associated with reservoirs or rivers. Capacity at these sites is primarily limited by the number of vehicle parking spaces. Most can

handle more people than there are parking spaces. The approximate numbers of vehicle parking spaces at each day use site are as follow:

Dillon Ranger District

Giberson Bay DU – 10 vehicles
Heaton Bay DU – 10 vehicles
Pine Cove DU – 15 vehicles

Rifle Ranger District

Meadow Lake DU – 15 vehicles

Aspen/ Sopris Ranger District

Ruedi Marina DU – 150 vehicles
Freeman Mesa DU – 30 vehicles
Black Bess DU – 20 vehicles
Rocky Fork DU – 10 vehicles

L. Stay Limit

Campers at overnight sites will be limited to a 14 day stay limit at family campgrounds and generally a 7 day limit at group sites during any consecutive 30 day period. Congress set aside National Forest System lands, in part, for recreational purposes. Persons utilizing sites included in the offering as a place to live or to stay while actively working is prohibited and the holder will be responsible for managing sites as such.

M. Fees Charged to the Public

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under REA. All recreation fees must be specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification.

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.

- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

Forest Service Manual (FSM) 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds. *See* Appendix 8 of the prospectus.

O. Other Pertinent Information

Record Keeping

The White River considers quality record keeping as a critical means by which the holder's performance and adherence to all applicable standards can be monitored. A written record of inspections, operations and maintenance procedures is required. All records shall be available for review upon request of the permit administrator or a designated Forest Service representative. Records should include: time, date, location, what was done, by whom, why, quantities and any other information appropriate to the task. This may be in the form of hand written log books for each site, computer based records or a combination of multiple formats of record keeping. Applications should include detailed information regarding how the applicant intends to keep records and in what format(s) the records will be maintained. Minimum standards for the types of required records may be found throughout this document.

Records required to meet standards include, but are not limited to: maintenance and operations of water systems, shower or toilet facilities; hazard tree mitigation work; health and safety inspections performed and any resulting mitigations performed; regular tenant maintenance that has been performed – specifically intervals of cyclic and one-time inspections; repair or replacement of components or facilities that are either tenant or landlord responsibility; etc. Examples would also include: the date, time and who of inspecting/cleaning a water system grease trap; mixing toilet compost when/how often; setting & recording compost toilet mister levels; inspecting/cleaning/greasing motors & pumps; records of when/where/what and model #, color, etc of any individual site feature or campground feature that is repaired or replaced; when signs are painted and refurbished; when/by whom/what chemical was used to treat undesirable vegetation in the site spurs; etc.

Employee Housing

Meredith Guard Station

The Meredith Guard Station is located along the Fryingpan River of the Sopris Ranger District. It may be available for seasonal or year-round living quarters, storage, and office use by the holder. **Use of this cabin is completely optional and is not considered as a condition of this offering.**

As a building of approximately 1,595 sq ft, Meredith offers bedroom, kitchen and office space. It also has a 240 sq ft storage shed and outside storage space. A separate permit would be signed by both the Forest Service and the holder on an annual basis, dependant on proposal for use. Such a permit would outline the conditions and responsibilities under which the Meredith facility could be used. This permit would be issued under Granger-Thye authority and would also include holder maintenance requirements as well as rental costs that could be offset through execution of an annual offset agreement. The holder would be solely responsible for all utility costs at the site. The holder would be required to carry property insurance sufficient to cover the structure, furnishings, and liability insurance sufficient to cover use of the facility.

The holder can reasonably expect the assessed value to be at least \$4,800/year. That value may increase, but the option to use (or continue to use) the facility, and the costs, will be reviewed on an annual basis and must be agreed upon by both the Forest Service and the holder. Contact Martha Moran (970-925-3445) of the Aspen and Sopris Ranger District for more information.

Applicants should not hinge the success of their operation upon whether or not they will be permitted to use Meredith since any agreement will be subject to approval and issuance of a separate permit.

Storage Yards

The Forest Service storage yards at Lost Creek Guard Station located on the Blanco RD and the Peak One Administrative Site and storage yard on Dillon RD may be available for optional use by the holder.

These yards would be authorized for temporary storage of non-hazardous materials intended for use in the operations and maintenance of sites included in this permit. There will be no cost for use of these areas as storage yards and authorization for their use will be made on an annual basis. The storage yards shall not be used for storage of waste materials or worn out equipment. The holder's insurance policy must include coverage for use of these sites.

Employee Housing

The Peak One Campground on Dillon RD has an “administrative site” adjacent to the campground where it is possible for up to 3 additional holder employee trailers to be staged for housing during the operating season. Use of this site would be covered by the concession special use permit.

Use of any camping sites, other than designated host site(s), for holder employees as housing sites must be approved in writing by the Authorized Officer in the annual operating plan. Use of such sites are not guaranteed and applicants should not hinge the success of their operation upon whether or not they will be permitted to use sites that are not designated as hosts sites for housing employees.

Resource Concerns

Vegetation Management

Condition of Trees

Many of the tree stands within the campgrounds across the Forest are mature to over-mature. During the past few years, the Lodgepole Pine trees have experienced heavy damage from Mountain Pine Beetle. A significant amount of stewardship work to mitigate hazards within developed recreation sites across the Forest has been on-going as a result of this beetle epidemic. Several of the campgrounds that had homogenous Lodgepole Pine stands were recently clear cut. Other tree species can also have health issues. The Engelmann Spruce and Blue Spruce, and Douglas fir are all susceptible to various beetles; and aspen trees are susceptible to Sudden Aspen Decline and other insect and diseases. Subalpine fir, Cottonwood and Ponderosa Pine comprise the rest of the major tree species on the WRNF and are also susceptible to a variety of insects and diseases.

Hazard Tree Removal

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed \$8,000 per year. The annual operating plan will address appropriate disposal of hazard trees and slash.

Verification of actual expenses may be required if the holder claims that the annual limit of financial responsibility has been reached.

Standard – Any dead standing tree within 200 feet of the outermost constructed feature around the perimeter of a campground or day use area site is non-negotiable as a hazard tree and must be removed by permit holder as soon as practicable and the hazard must be otherwise mitigated through closure of individual sites or surrounding area where there is a target potential until the tree is removed.

Standard - All hazard/safety inspections shall be documented in the logbook and numbers, specific locations (e.g. site #, 30ft behind toilet #3, etc), species, diameter at breast height, tree condition and method of disposal of all hazard trees removed will be recorded in the logbook. Inspection and mitigation documentation shall also be submitted to the permit administrator by July 1, annually.

Noxious Weeds

The holder is responsible for control of noxious weed infestations within their permitted boundaries. They must actively prevent any new and/or the increase of existing infestations. The list of weed species of concern is the Colorado State Noxious Weed list A, B, and C (Forest Service will provide a copy of the list). Several species are known to be present in or near sites included in this offering. For species which require herbicide treatment to control, the concessionaire would be required to report those species to the Forest Service if found. (i.e. toadflax, knapweeds, Canada thistle, etc.) For bi-annual species that can be controlled by pulling or chopping (plumless thistle, musk thistle, houndstongue, etc.), the concessionaire will be responsible for that type of treatment. The Forest Service may conduct monitoring/treatments

within developed sites annually which may include the use of herbicides. Attempts will be made to contact campground hosts prior to any herbicide treatments. Appendix 21 contains additional information on the noxious weeds known to occur in each site and the required management procedures.

Weedeating

The holder is responsible for trimming grass and other ground vegetation on a regular basis to reduce potential for wildfire adjacent to sites and to maintain a comfortable and inviting environment. A given campground may require frequent weedeating due to fecund growth and some sites may only need weedeating once per year. Some sites have a lot of area to be maintained and some have a relatively small area where such maintenance is necessary. Appendix 21 contains additional information on the weedeating required in each site.

Standard – Grass, brush or other combustible vegetation must be cleared from above, around or adjacent to all firerings or other fire devises to a minimum of 48” for wild fire prevention purposes.

Other Vegetation

Ground vegetation can grow in site spurs, walking paths or within road prisms. The holder is responsible for treatment on this type of vegetation in an acceptable manner in order to prevent it from encroaching upon, or obscuring the site. “Off the shelf” herbicides may be used to treat this vegetation in accordance with manufacturer instructions.

Standard – Any use of chemical treatments shall be done in accordance with manufacturer instructions.

Butane and Propane Installations

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

III. Special Use Permit

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

A. Permit Term

The permit term will be for 5 years, with an option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized

officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit, which is contained in Appendix 10 of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder, but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

The holder is responsible to ensure that staff includes personnel who have adequate interpersonal skills, customer service skills, managerial skills, operational skills and maintenance skills such as basic carpentry, plumbing and electrical skills sufficient to successfully operate and maintain all components of the facilities. Staff must include some personnel who are sufficiently physically fit to perform arduous labor tasks and heavy lifting that are sometimes necessary to operate and maintain campground facilities.

Permit Holder-Furnished Supplies and Equipment

The permit holder will be required to provide all vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit. Equipment and supplies would include but are not limited to: trailers; hand tools; weed eaters; chain saws; voltage meters; grease guns; basic hand operated power tools such as drills, circular saws, sanders, etc.; tow chains or winches; shovels, axes, brooms and cleaning equipment.

Holder-Furnished Vehicles

Use of any vehicle other than a full size car or truck in campgrounds requires prior authorization. Typically, a battery operated vehicle such as a golf cart will be authorized. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. Motorized vehicles such as ATVs and motorcycles will be considered on a case-by-case basis, but their use is discouraged due to prohibitions against their use in developed recreation sites by the general public. If authorized, carts or any other motorized or mechanized vehicle must stay on designated roads or trails while driving between sites, loops or constructed features.

All vehicles, boats or trailers must be maintained in good operating condition and be properly licensed or registered according to State or County regulations. Any vehicle or trailer used for hauling loads or towing may only be used for loads that do not exceed the designed capacity of such vehicle.

Holder Maintenance, Reconditioning, or Renovation (MRR)

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause IV.E.1(a), (c)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.E.1(d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendix 4 of the prospectus and FS-2700-4h, clause IV.E.

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (*see* Appendix 11 of the prospectus and FS-2700-4h, Appendix B). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

Either the holder or the Forest Service may perform GT fee offset work. This determination will be made annually. When the holder performs GT fee offset work, if it includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (*see* Appendix 13 of the prospectus).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (*see* Appendix 14 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims.

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (*see* FS-2700-4h, clause IV.E.3, and Appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **\$500,000.00** for injury or death to one person per occurrence; **\$1,000,000.00** for injury or death to more than one person per occurrence; and **\$25,000.00** for third-party property damage per occurrence, or in the minimum amount of **\$1,000,000.00** as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (*see* Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

Property Insurance

Property insurance will be required for all toilet buildings, water treatment and distribution facilities and sewage pumping stations listed in Appendix 21 in the amount of **\$100,000** for Functional replacement of the insured property (*see* Appendix 3 & 21, Inventory of Government-Furnished Property).

E. Bonding

The permit holder will provide a performance bond in the amount of **\$100,000 (first year of the permit only)** to protect the Forest Service from default on provisions of camping services for sites that are reserved through NRRS during early season. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

IV. Application

A. Instructions for Submitting Applications

Applicants must submit an application for all of the developed recreation sites offered in this prospectus.

Applicants are strongly encouraged to visit the sites at least once before submitting an application (*see* Appendices 1 and 2, vicinity and area maps and maps of developed recreation sites).

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

All applications must be submitted to Scott G. Fitzwilliams Forest Supervisor, Attention: Mike Kenealy, 900 Grand Ave., Glenwood Springs, CO 81601. Applications must be received by close of business (4:30 p.m.) on **January 14, 2011**.

Applicants must submit six (6) copies of their application package and supporting documents. In addition to these complete packages, an additional copy of the business plan must be submitted for Business Resource Center review as outlined in section IV.C.2, below.

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number, and email address.

Corporations also must include:

- Evidence of incorporation and good standing.
- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact Mike Kenealy, permit administrator, at (970) 945-3207, or mkenealy@fs.fed.us regarding any questions related to this prospectus.

B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply. Except for members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

The Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

The information contained in applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

C. Application Package Requirements

Applications must be in writing and must include or address the following:

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (*see* section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

1. Proposed Annual Operating Plan (Including Required and Optional Services)

Applicants must submit a proposed annual operating plan that addresses all required and optional services. **Applicants must utilize the sample annual operating plan** (*see* Appendix 9 of the prospectus) **to organize their response to this section.** The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in Appendix 9 of the prospectus.

Operating Season

See Tables in section I.C. of this prospectus for the minimum operating season required for each site. Applicants proposing to operate beyond the minimum seasons would be expected to receive a higher rating during the application evaluation.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

Applications should include all amenities proposed to be provided during peak and shoulder seasons.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 9 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

Uniforms and Vehicle Identification

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 16 of the prospectus. **This part of the application package must be a separate document.** The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (*e.g.*, campgrounds, beaches, and marinas). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans. Alternatively, applicants who have already received a review of their business plan from an SBDC or the Forest Service for the current fiscal year may submit a copy of the review report.

SBDC Review

All business plans will be independently reviewed by an SBDC. Applicants are required to submit two (2) copies of their business plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Along with a business plan, applicants also must submit a bank draft, money order, or cashier's check in the amount of **\$300.00** made payable to the **Roaring Fork Business Resource Center**. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment.

Performance Evaluations

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

References

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references will be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources.

3. Financial Resources

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (*see* Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a Financial Ability Determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D)(1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements compiled by a CPA using the forecast method.

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be unredacted and in their original form, including footnotes.

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (*see* Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to USDA Forest Service, Albuquerque Service Center, Attention: Auditor, 101B Sun Ave NE, Albuquerque, NM 87109.

4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the first three years of operation, including fees for required and optional services (*see* Appendix 9, Sample Annual Operating Plan, for a list of required and optional services). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

WRNF will consider proposals that include variable fee rates commensurate to the desirability of different sites, weekday vs. weekend, peak vs. shoulder seasons, group vs family sites, premium vs less desirable sites, etc. Applications should include all fee types and fee rates proposed.

The Forest Service reserves the right to regulate the rates charged to the public.

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The **minimum fee is \$36,100 per year**. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond

rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

<u>Year</u>	<u>Gross Revenue</u>	(Revenues were significantly lower between 2007 and 2009 because of closures of several campgrounds due to mountain pine beetles)
2007.....	\$ 798,853	
2008.....	\$ 682,078	
2009.....	\$ 823,368	
Total	\$ 2,304,299	

Total gross revenue ÷ 3 = average gross revenue

$$\$2,304,299 \div 3 = \$768,099$$

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 4.7 percent.

$$\$768,099 \times 0.047 = \$36,100 \text{ minimum annual fee.}$$

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

Applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

WRNF will consider proposals that include variable off-set rates commensurate to the economics of different sites, standard amenity vs expanded amenity, group vs family sites, premium vs less desirable sites, etc. Applications should include all off-set rates proposed.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder's expense in accordance with a GT fee offset agreement (*see* section III of the prospectus).

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a **processing fee of \$400.00** to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check

payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

A Forest Service evaluation panel will evaluate each application utilizing the non-fixed weight method.

RATING	CRITERIA
Very Important and of equal importance to Item B	<p>A. Proposed Annual Operating Plan Provisions: Adequacy and appropriateness of labor, logistical support, and quality control. Plan is realistic in potential to meet required standards. Special considerations described in detail and meet or exceed required standards.</p> <p>REMARKS:</p>
Very Important and of equal importance to Item A	<p>B. Business Plan, Experience and References: Business Plan is clear, concise, and addresses operations in applicable recreational areas. Extent of general business experience. Extent of experience the applicant has had in work similar to recreation site management as required by the prospectus. Qualifications of individuals described as supervisory, maintenance, and operations personnel.</p> <p>REMARKS:</p>
Not as important as Items A or B, and equally as important as D & E	<p>C. Financial Resources: Financial capabilities are appropriate and verified.</p> <p>REMARKS:</p>
Not as important as Items A or B, and equally as important as C & E	<p>D. Fees Charged to the Public: Fees and services proposed are reasonable and appropriate. Proposal offers a range of opportunities with regard to fees for various services.</p> <p>REMARKS:</p>
Not as important as Items A or B, and equally as important as C & D	<p>E. Fees to the Government: Proposed return to the government for off-set maintenance.</p> <p>REMARKS:</p>
Total Rating	

The following evaluation criteria are listed in approximate descending order of importance:

- Proposed annual operating plan (including required and optional services).
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.

The Forest Service will consider only the applicant's written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

The Forest Service will conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued. If the Forest Service rescinds the prospectus, application fees will be returned.

V. Post-Selection Requirements

Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (*see* Appendix 10 of the prospectus and FS-2700-4h, clause IV.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant.
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

The successful applicant will begin on or about January 1, 2012.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.